

COMPTROLLER CAREER PROGRAM DEVELOPMENTAL ASSIGNMENT

Special announcement for developmental assignment in the Directorate of Resource Management, U.S. Army War College and Carlisle Barracks, Budget Section.

POSITION: All Comptroller Civilian Career Program (CP 11) Series, GS-0560-09/11.

AREA OF CONSIDERATION: Department of Army employees in the following categories:

- On permanent appointment to the competitive service;
- Excepted service or nonappropriated fund employees, with personal competitive status.
- Eligible for competitive conversion or appointment to the competitive service (e.g., family members eligible under EO 12362 as amended);
- Currently registered or eligible to register in the Comptroller Civilian Career Program (CP 11)
- Employees must have a minimum of three years' specialized experience as defined for the Two-Grade Interval Administrative, Management, and Specialist Positions series in the Office of Personnel Management (OPM) Handbook X-118.

TOTAL NUMBER OF POSITIONS: One

LENGTH OF PROGRAM: 6-9 months

LOCATION OF ASSIGNMENT: U.S. Army War College and Carlisle Barracks Carlisle, PA; POC is (717) 245-4337.

DESCRIPTION OF ASSIGNMENT/DUTIES: This assignment will be under the direct supervision of the Budget Officer. Assignment may be extended for additional time by mutual agreement between the Director and the parent organization. Knowledge is required of PPBES, the Army budget process, financial management regulations, policies, and guidance, and budget execution. Skills are expected in the interpretation of these regulations, oral and written communication, ability to identify and resolve program/budget issues, and budget execution. Knowledge of and skill in applying analytical methods and techniques is required to develop, evaluate, identify, and resolve budget issues. Transition to GFEBs will occur during this assignment giving the employee training and hands-on experience with GFEBs that can be taken back to their parent organization.

ASSIGNMENT/DUTIES: Serves as Budget Analyst in the Budget Division, Directorate of Resource Management, U.S. Army War College and Carlisle Barracks. Performs the full range of budget functions in the development and execution of assigned segments of the budget. Advises the Budget Officer on issues affecting assigned segment of the budget. Assists in the transition to GFEBs.

SUPPLEMENTAL EXPERIENCE STATEMENT: On a separate sheet of paper to demonstrate how you meet each of the knowledge, skills, and ability (KSA) requirements described below. Failure to address each of them may result in removal of your application from further consideration.

1. Skill in interpersonal relations, in the context of effective “dealing with the public” regarding assigned programs.
2. Skill in written communication, e.g., writing reports, analyses, information papers and correspondence for senior officials.
3. Skill in oral communication, e.g., developing and giving presentations to senior officials on the results of assigned study efforts and in participating in meetings with senior officials.

CONDITIONS OF EMPLOYMENT: Candidates must currently possess or be able to obtain and maintain a SECRET security clearance. Unfavorable adjudicated clearance investigation may be grounds for removal from the assignment and/or the Federal service.

SALARY: Selectee’s salary will be paid by the selectee’s permanent employing organization. If the selectee is from outside the commuting area of the developmental assignment, the costs of travel and up to 100% of the maximum payable local per diem will be centrally funded, contingent on funding availability.

SELECTION PROCEDURES: Employees nominated under this announcement will be evaluated from information provided on experience (including job-related outside activities), education, training, motivation, and awards. Performance ratings will be considered at time of selection.

WHAT TO SUBMIT:

1. CP 11 Resume Form
2. One-page statement of interest & motivation for the assignment.
2. SF 50 showing current status, grade, and salary.
3. Signed confirmation of SECRET security clearance.
4. Three most recent annual performance ratings (DA Form 7222 or other)
5. SF Form 181 – Race and National Origin Identification

EQUAL EMPLOYMENT OPPORTUNITY: All eligible candidates will receive consideration for the developmental assignment without regard to race, religion, color, national origin, age, sex, disability, political affiliation, or any other non-merit factor.